



SHAPPLIC10

Since their conception some 30 years ago, Charity Fairs have become major businesses. It was to assist in the development of a mutually beneficial relationship between those who fundraise for charities and small independently run, retailing businesses that the Charity Fairs and Stallholders Association was formed 18 years ago. (Now the CFA). The Association is a non-profit making organisation operating on a self-financing basis and is a self-regulatory body. The membership – currently over 600 – includes Fair Organisers and Stallholders and both are represented on the Management Committee

BENEFITS OF MEMBERSHIP FOR STALLHOLDERS

- Your name and details will be published in our Directory of Stallholders listing the products that you sell and their price range. This Directory is circulated in December to Fair Organiser members. It is also published on the Website and updated regularly. A List of Events organised by Members is published in January, together with the Organisers name and address (confidential to Members). It is the prerogative of the fair organiser member as to whether they allow details of the Fair they organise to be published, but so far 130 have agreed to do so. This List is available at the AGM in January but is sent to those who cannot attend and is available on our website on or immediately after the AGM.
- There is an AGM held every January, currently in Oxfordshire. This is an opportunity for members to put forward ideas or views to the whole membership and to meet Fair Organisers and other Stallholders.
- The CFA acts as a help-line for Stallholders and Fair Organisers alike. Any problems which may occur and there is uncertainty of how it should be dealt with can be referred to the Management Committee who are always willing to try to help.
- Members receive a copy of our “ Guide for Fair Organisers & Stallholders”, which, amongst other things, contains a Code of Conduct which all members are expected to abide by. The purpose of the “Code of Conduct” is to maintain the high standards that are the hallmark of the Association.
- Two Newsletters are published, one in June and one in September, giving updates, useful information and essential facts about subscriptions.
- All members must hold Commercial Public, Product and Employers’ Liability insurance cover, details of which must be given on the application form. If you are not covered, please email admin@charityfairsassociation.co.uk. Please read the insurance page on our website for further information.
- Personal Accident insurance cover is included in membership. All Stallholder members are covered for PA throughout the year from January 1st to December 31st.

Although membership does not guarantee that you will be invited to take part in the fairs, it does act as an introduction to Charity Fair Organisers, who know that they can count on a degree of professionalism from fellow members.

Membership runs for one year from 1st January and currently costs £100 p.a with a joining fee of £75.00 or £165 with a joining fee of £75, to include Public, Product and Employer's Liability insurance. If you are accepted for membership you will be required to pay the subscription within three weeks of acceptance.

If you would like to join the Association, please complete the enclosed registration form and return it to:
Mrs L. Weldon, 64 Erpingham Rd, London SW15 1BG

email: admin@charityfairsassociation.co.uk
website: www.charityfairsassociation.co.uk

Committee Members: Linda Weldon (Chairman), Simon Gibbs (Hon.Treas.), Liz Baskerville, Mark Blogg, Caroline Cary, Charlotte Elliott, Gay Fegen, Sue Harris, David Harrison, Julia Monro, Mary Staib, Michael Von Taubenheim



CONSTITUTION

The Charity Fair market is a growth industry and an effective way of retailing. The Charity Fairs Association is a forum created for the promotion and development of this market, for the mutual benefit and protection of Charity Fair Organisers and Stallholders alike. The Association is a non-profit making organisation operating on a self-financing basis and is a self-regulatory body.

Membership of the Association is open to both Charity Fair Organisers and Stallholders. Charity Fair Organiser members must run their own event or events so that a significant part of their profits go, or a significant sum of money goes to one or more charities. Before joining they must produce evidence from their charities showing such donations and also provide two references from an existing stallholder member of at least two years' standing who have attended their events. Stallholder applicants must provide two references from an existing stallholder and fair organiser member, or two stallholder members at least two years' standing with their application for membership and run a bona fide business.

A Management Committee will be made up of a proportionate balance of Fair Organisers and Stallholders and an Administrator, usually there will be three Fair Organiser members and six Stallholder members plus the Administrator. The Committee is elected from nominations received from Members. Committee members will be elected for a period of three years. The Committee will elect a Chairman from the Committee for a two-year term, which may be extended to three years if the Committee so request.

There will be an Annual General Meeting open to all the membership in January and a June newsletter. The Management Committee will meet up to four times a year.

The Charity Fairs Association publishes a Code of Conduct, which Stallholder Members must sign on joining and by which they and their helpers are expected to abide.

An official complaints record will be kept to deal with complaints either from Fair Organisers or Stallholders. These complaints will be dealt with by The Management Committee who will offer an opportunity to respond and decisions resulting from the procedure will be final. Should a substantial number of complaints of unacceptable behaviour against either Fair Organisers or Stallholders come forward then the Committee is empowered to refuse their application for membership for the following year.

All members, both Fair Organisers and Stallholders must hold Commercial Public Liability Insurance.

25th September 2003



Charity Fairs Association Application for membership

You will find attached to this letter three forms – Please complete Part A in full and return it to: Mrs L. Weldon, 64 Erpingham Rd, London SW15 1BG.. We also need to see a copy of the letter you would write when you apply to a Fair.

Include a full description of your goods, together with photographs, or a brochure with prices of items illustrated and, if possible a picture of your stand.

The two Part B forms are for you to send to your referees, which they should return directly to the Association. Please make sure that you have checked the trading name used by your referees so that we can trace their membership easily. It is in your interest to make sure that the referees are CFA members of two years standing and that you have their current address. In the past a lot of applications have been held up because the applicant has not provided the correct address and has not checked that the referee has been a member for the required time.

Applications will usually be entertained from individuals and individuals who are independent traders working within an organisation. Applications from limited companies and franchises will normally be carefully scrutinised to ensure that they comply with the basic requirements for membership of the Association.

All applicants will be required to agree to be bound by the membership conditions of the Association and it is important to study the rules of the Association carefully before submitting an application.

We look forward to welcoming you as a member.

Linda Weldon
Chairman

To: Charity Fairs Association

I would like to become a member of the Charity Fairs Association:

Title.....Name.....(CAPS

My Trading name is:

Is this part of a franchise or group?If so what is the group?

Address:

.....Post Code

Telephone:.....Fax:.....Mobile.....Email:.....

Brief (15 words) description of the goods offered for sale:

.....

.....

Price range:

Vat Registered: Yes/No Independent Trader/Retailer/Wholesaler – if you do wholesale please advise us as to how much. It is not our policy to admit larger wholesalers to membership.

Please circle as appropriate.....

How did you hear about the Association?

Internet/Word of Mouth/Sales invitation/Other (please specify)

Proposer and Seconder to whom you have sent the reference forms (Part B):

Proposer:.....Tel No:

Seconder:Tel No:

Please check the telephone number and dialling code.

It is a condition of membership of the Charity Fairs Association that all stallholders must hold Commercial Public and Product Liability Insurance. If you are already insured please give the policy details below. Otherwise please email admin@charityfairsassociation.co.uk . Please read the insurance page on our website for further information.

A. I hold commercial, public and product liability insurance with:-

CompanyPolicy Number:

B. I wish to join the CFA Group Policy YES/NO

I have read the Code of Conduct of the CFA and agree to abide by it at all times.

Signature:Date:

- Please do not send any money until you receive an invoice following successful application
- Please check that you have completed the referee's forms, completed all the sections of this form and that you have included an A4 stamped, self-addressed envelope.

Return this form to: Mrs L. Weldon, 64 Erpingham Rd, London SW15 1BG

Charity Fairs Association Application Part B

(To be completed by the applicant)

To: *(Name of referee)*

Trading as/Fair *(Trade Name or Fair)*

Address:
.....
..... Post Code:

Either: Stallholder Applicants:

(Please complete this section if you are applying as a Stallholder)

Please could you provide a reference for

Trading as

Selling

Or: Fair Organiser Applicants:

(Please complete this section if you are applying as a Fair Organiser)

Please could you provide a reference for

Who runs the Fair

Held at

(To be completed by the referee)

I have known the applicant named above foryears

I have seen the Stall/Fair which they run and I am satisfied that they run their Stall/Fair in a way which conforms to the high standards of the Charity Fairs Association.

I have the following comments:
.....
.....

I recommend that they are accepted to be members of the CFA.

Signed..... Date

Thank you for completing this form. Please send this form to Mrs L Weldon, 64 Erpingham Rd, London SW15 1BG

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